



**COMMONWEALTH OF VIRGINIA
DEPARTMENT OF HUMAN RESOURCE MANAGEMENT**

Benefits Administrator Memo **#18-04**

To: Benefits Administrators
From: State and Local Health Benefits Programs
CC: All OHB
Date: April 13, 2018
Re: Open Enrollment Communications and Materials – Non-Medicare Retiree Group and Extended Coverage (COBRA) Participants

The annual Open Enrollment for health benefits will be **May 1 through May 15** this year. The materials for Non-Medicare-eligible Retirees, Survivors, Long Term Disability and Extended Coverage Enrollees will begin mailing the week of April 23rd.

Retiree Group Participants may enroll using the fillable enrollment form that is available at the Department of Human Resource Management (DHRM) website, www.dhrm.virginia.gov, or they may request a printed form from their Benefits Administrator.

Extended Coverage participants must use a printed Change Request Form which is available at the DHRM web site or by calling their Benefits Administrator.

Links to the non-Medicare Eligible Retirees/Survivors/LTD and Extended Coverage (COBRA) Open Enrollment notification booklets are provided below. A copy of the 2018 Benefits At-A-Glance Summary is included with this memo. Open Enrollment questions from these participants should be directed to the appropriate Benefits Administrator, as indicated in the notifications.

If you have an employee who retires prior to or on July 1 and enrolls in retiree coverage, his or her Open Enrollment election will still apply for July 1 unless he/she is eligible for Medicare. It may be helpful to provide those individuals with a copy of the retiree open enrollment materials to assist with their transition.

Materials Order Forms are posted on the DHRM website at the direct link below:

<http://www.dhrm.virginia.gov/benefitsadministration/baforms>

Other carrier-specific forms may be obtained as follows:

- Email Delta Dental @MktgAdmin@deltadentalva.com to order materials

- Call Kaiser directly at (703) 287-4645 to order materials
- Extended Coverage/COBRA Change Request forms may not be ordered but can be printed from the DHRM website.

Attachments:

[**Retiree/Survivor/LTD Open Enrollment Notification Booklet**](#)
[**Extended Coverage \(COBRA\) Open Enrollment Notification Booklet**](#)
[**2018 Benefits at a Glance Summary**](#)